

Richard C. McCarthy Commission
Chamber, City Hall
Millville, New Jersey
August 18, 2014 11:00 a.m.

The Board of Commissioners met in a work session with Vice-Mayor Quinn presiding. Members present: Porreca Compari, Sooy, Ennis and Quinn. Absent: Santiago.

A moment of silent prayer was observed followed by the salute to the flag.

Vice-Mayor Quinn made the statement required by the Open Public Meeting Act of 1975.

"This meeting is being conducted in accordance with the Open Public Meetings Act of 1975", was advertised, posted and made available to the public as required by Statute. The Municipal Clerk is directed to include a statement in the minutes of this meeting.

The City Clerk noted that there are no changes to the Agenda at this time, however a motion will be added to authorize the City Clerk to advertise for bids for the Wastewater Treatment Plant Upgrade-Phase II. The pre-bid meeting is scheduled to be held on September 16, 2014.

Old Business

(1) Residential Energy Aggregation update

Commissioner Sooy stated many people have approached him who expressed their opposition to the Residential Energy Aggregation program and no one has advised him that they support the program.

Vice-Mayor Quinn stated Glassboro is a participant in the program, however he has also received negative comments.

After discussion there was a consensus not to move forward with the Ordinance to approve the Residential Energy Aggregation Program and to remove from future work session agendas.

(2) 2014 Bond Ordinance

The City Clerk advised that the proposed 2014 IT Capital request is for Data Center, Servers & Storage Area Network, \$255,000.00 and Network Equipment & Wireless, \$30,000.00. The purpose of the Capital items is to purchase, install and deploy the necessary hardware, software and other miscellaneous equipment to segregate the Police Department Information Technology Systems from the rest of the City of Millville Information Technology Systems. The items needed include the addition and/or replacement of servers, the addition of Storage Area Network capacity to support the servers, physical security in the form of proximity card access control to the Data Center. The items are needed to comply with the regulations and standards set by the Attorney General Guidelines.

Vice-Mayor Quinn explained the bond amount would be approximately \$400,000.00 including IT and fire department protective equipment plus \$50,000.00 in fees for attorneys, bond

counsel and the auditors. He stated that borrowing from the Cumberland County Improvement Authority is another option.

Commissioner Sooy stated the city does not issue a bond for the \$250,000.00 or \$400,000.00, but waits until there is a larger amount to be bonded and the bond counsel fee would be the same.

Marcella Shepard, CFO, stated there is \$10,000,000.00 in debt that is going to be bonded at some point, but stated she can issue notes for now and renew them every year and make payments on the principle. The City needs the details from the CCIA after they meet at the Local Finance Board before recommendations can be made.

Commissioner Porreca Compari would like to know if the \$255,000.00 proposed for Public Safety IT Capital items is mandatory at this time.

Commissioner Sooy stated the Attorney General Guidelines are only guidelines and he would like to put the IT items on hold until they confirm if they are mandatory. The Fire Department does need the equipment and he would like that on the next agenda.

Susan Robostello stated she would contact Police Chief Haas and Dan Wright to provide answers to the questions.

(3) UDAG Report from Jerry Velazquez - update

Vice-Mayor Quinn requested the report, but has not received it as of this date.

Reports of Department Heads

Brian Rosenberger, Assessor, reviewed the resolution to cancel taxes on an erroneous assessment on the agenda. Mr. Rosenberger reported that Liberty Village is partially complete; the first floor is 100% complete and the second floor is not yet finished and they are paying partial taxes on that structure.

Commissioner Sooy thanked Mr. Rosenberger for the information he provided regarding on Roosevelt Park.

Marcella Shepard, CFO, reported all departments are currently working on the upcoming 2015 budget.

Joseph Chiarello reported the Resolution on the agenda to cancel the three loans was recommended by the auditors. Other loans must be confirmed as uncollectible before further action is taken.

Commissioner Porreca Compari stated Glassworks is already done by court order.

Marcella Shepard reported there is a resolution on the agenda to address protested checks, which are checks that are returned due to nonsufficient funds.

Derek Leary, Acting Construction Official, reported there are approximately 8 unsafe structures in the city due to the recent storm and the Construction Department and electrical

inspector are currently working on getting their electric restored and are helping the homeowners anyway they can. Mr. Leary stated he is reviewing each case individually to make sure everyone is safe and if anyone needs assistance to please contact him immediately.

Mr. Leary stated some emergency assistance can be offered through CDBG, but in order to receive assistance they must be income qualified in accordance with HUD guidelines.

Mr. Leary reported there are 6 properties that are set to be demolished in the Center City area and he is currently working on another list of structures to be scheduled for demolition hearings.

Commissioner Ennis suggested the income qualifications required in order to receive CDBG funding should be put on the City of Millville's website.

Further discussion took place regarding the areas where the homes were damaged from recent heavy rainfall. Mr. Leary will provide the CDBG application to the affected homeowners.

Kurt Hess, Fire Chief, reported the Fire Department's Activity Report for the month of July is on the agenda.

Craig Dombrosky, Water/Sewer Superintendent, reviewed the professional service contract with Wayne Johnson Engineering for engineering services for the Phase II Upgrade of the Wastewater Treatment Plant, which is a requirement of the Infrastructure Trust Funding and advised the bid advertisement for the Phase II Upgrade is scheduled for publication on September 2, 2014.

Craig Dombrosky stated they are currently slowly increasing the system pressure for the water at the Geissinger Facility noting they started at 36 psi and need to reach 53 psi.

Commissioner Porreca Compari inquired if the Wayne Johnson contract was bid. Mr. Dombrosky stated it was not bid due to Wayne Johnson's Engineering rates are reasonable and he provided services for the Phase I upgrade and is very familiar with the treatment plant and it would be disruptive if they brought in another consultant for Phase II.

Frank Hignutt, Sewer Department Supervisor, stated the sewage treatment plant suffered flooding from the recent storm; crews have been out on the streets 24 hours a day since the storm working on repairs. There are multiple sink holes in the city. He stated the sink holes are the result of some of the piping in the collection system is 100 to 130 years old. Mr. Hignutt advised the sewer department should be running video cameras through the pipes and checking their integrity and patching the problems to avoid sinkholes.

Mr. Hignutt explained that untreated sludge went into the river during the storm, however, it was reported to the DEP who determined it was beyond the Sewer Department's control and therefore there will be no fines or penalties. Mr. Hignutt also explained the recent issue at the Housing Authority on Buck Street where heavy rainfall caused a sewer pipe collapse.

Commissioner Ennis stated due to the lack of the staff the Sewer Department is unable to utilize the video equipment to

inspect the pipes and perform the necessary work and stressed that some of the damage may have been prevented if they had the appropriate manpower to video inspect the pipes. He stated everyone needs to be concerned about this, because no one knows where the next outbreak is going to occur and stressed the importance of hiring staff to prevent future occurrences.

Frank Hignutt explained if one of the compromised pipes was located by video inspection there are companies that can respond and patch 8 to 9 pipes internally in one day.

Commissioner Sooy stated that when it comes to spending the city's money the primary goal should be about maintaining the city's infrastructure.

Craig Dombrosky referenced the incident on Buck Street was a microcosm of the entire country. The underground infrastructure in this country is aged; the city has water mains and sewer pipes that are 134 years old and need to be upgraded. They need to video inspect and repair the older pipes. It's not just Millville, the entire country's underground infrastructure is old.

Commissioner Porreca Compari inquired if the underground infrastructure is included with road improvement projects. Mr. Dombrosky stated the recent street projects have been surface only.

Mr. Dombrosky stated there have been several phases of upgrades to the water system that he discovered going back from 1992 and believes they were up to Phase IV. A Phase V and Phase VI need to be done, which has been discussed in the past, but involves big money.

Commissioner Porreca Compari inquired if there are grants available. Mr. Dombrosky stated there are no grants available, however the New Jersey Infrastructure Trust Fund provides low interest loans.

Mr. Dombrosky explained contracting out video inspections is an option and the amount of the contract would depend on how much you want to inspect. The areas with the older pipes, terracotta pipes and asbestos concrete pipe would be the primary focus.

Regina Burke, Purchasing Agent, stated the agreement to enter into the P-Card Program with the State is on the agenda and also a request to join a Joint Purchasing Group with the Hi-Nella School Board. Rich Jones recommended the City join the group. Hi-Nella has obtained all the quotes and the city will benefit. The annual RFP for banking services advertisement is being prepared. Last year was the first year banks are charging the city for their services. The Purchasing Board for the Demolition of 10 Properties has been advertised and the bid proposals will be received next Tuesday. The bid requests either single or joint proposals.

Commissioner Porreca Compari inquired if the Joint Purchasing Group Agreement is only for 15th Street or if they could be utilized for other projects. Regina Burke explained it can be used for other projects as well and explained that their purchasing department solicits quotes and it is the City's

choice if they want to enter into a contract with a vendor who is a part of the Joint Purchasing Group.

Kim Hamlyn reported the current backlog of Municipal Court cases is the lowest in a long time. Several scenarios of how cases become backlogged were explained. A person is subject to having their driver's license privileges suspended for failure to pay a fine.

Commissioner Ennis inquired if the City has ever had a Community Service Program that serves as an alternative to serving time in jail. Kim Hamlyn stated she is not aware of a community service program. Ms. Hamlyn explained community service can be included in a sentence or the Judge can order someone to do Community Service in lieu of a fine. Commissioner Ennis could contact the Cumberland County Probation Department for information on the Community Service Program. He could ask the Probation Department to consider adding the City of Millville to their list of places where a person could perform Community Service and then assign a city employee to be responsible for reporting their hours to the Cumberland County Probation Department.

Vice Mayor Quinn stated they would prefer non-violent offenders to participate in the proposed Community Service Program with Commissioner Sooy pointing out that sometimes violent offenses are plead down to non-violent offenses.

Commissioner Ennis stated there are people who have committed non-violent offences such as driving violations and child support violations that do not have the means to pay their fines and if there is a way to clean up the city without raising taxes then they need to pursue those options.

Chief Haas reported Police Youth Week started today.

Reports of Commissioners

Commissioner Ennis reported volunteers are continuing the cleanup on East Main Street and he will be honoring them tomorrow night with certificates of appreciation.

Commissioner Ennis also commended Chief Haas and the Police Department for increasing the police activity around the city and noted the citizens have recognized their presence in their neighborhoods.

Commissioner Ennis thanked those who attended the recent Peace In the City meeting at St. Mary's Rectory that approximately 50 to 60 people attended. The next meeting is scheduled to be held on September 18, 2014 at the Parish of All Saints, 6:00 p.m. and invited all to attend.

Commissioner Porreca Compari stated the Peace in the City meetings are great and advised that new people attended when they had the meeting at St. Mary's and suggested Commissioner Ennis consider having the meetings at a different location each month in order to attract different groups of people. Commissioner Ennis agreed and advised they have discussed that idea and anticipates doing that in the future.

Commissioner Porreca Compari stated her department will be receiving the bids from the last demolition hearing and are

planning to have another demolition hearing in September. She advised her department is starting a project with the boarded up houses to make them look a little more presentable and Mr. Leary is working with Easter Seals representatives on that project.

Commissioner Porreca Compari announced there are vacancies on the Zoning Board and if anyone is interested in volunteering they can access the Citizen Volunteer Request application on the City of Millville's website.

Commissioner Sooy announced the following upcoming events:

Millville Housing Authority is holding two seminars on Assisted Living Services Subsidized Housing at the Millville Library: September 10, 2014 and October 8, 2014 from 1:00 p.m. to 2:30 p.m.

Millville Community Center is sponsoring the following free events:

August 19, 2014- Game Day at the American Legion from 1:00 p.m. to 3:00 p.m.

August 21, 2014- Magic Show and Lunch at the Riverfront from 1:00 p.m. to 3:00 p.m.

Commissioner Sooy reported the Parks and Public Property Department has been working altered hours for the summer and stated he would like to continue those hours year round, so his employees can begin work before regular work hours and won't be in the way of the public building employees and requested a resolution changing the hours be placed on the next agenda.

Commissioner Sooy stated after he reviews the information regarding Roosevelt Park he will contact them before the end of the week.

Commissioner Sooy questioned Vice-Mayor Quinn about his suggestion to change the time of the work session. Vice-Mayor Quinn stated he may have a conflict with the current time and it also conflicts with the Mayor's schedule.

Vice-Mayor Quinn stated he had a conversation with Commissioner Porreca Compari and discussed possibly notifying the department heads if they are actually needed to be at the work session so it does not interfere with their work. Commissioner Sooy suggested the department heads are not required to stay once they present their report.

Commissioner Sooy offered to attend MDC meetings during the day, if needed, since he is Vice-Mayor Quinn's backup.

Vice-Mayor Quinn stated he recommends Brian Rosenberger, Tax Assessor, to fill the city representative vacancy on the Millville Urban Redevelopment Board left by the resignation of John Knoop, City Engineer.

Further discussion took place on possible days and times to reschedule the work session and each commissioner discussed what days they are available and are not available. Further discussion is needed.

Vice-Mayor Quinn reported he and Commissioner Porreca Compari participated in the recent Ribbon Cutting at Shannon's Coffee Shop located in the Village on High, which was partially funded by the Community Development Funding Program for businesses and noted that Millville was never eligible for Community Development Funding in the past, because Millville received UEZ funding from the State of New Jersey. He advised anyone interested in more information to contact Harry Stone, representative of the Community Development Program.

Vice-Mayor Quinn also reported the Off Broad Street Players performances of The King and I did very well the past two weekends at the Levoy Theatre.

There being no further business Vice-Mayor Quinn declared the public comment portion open and asked if any person present wished to be heard.

Mary Messick stated she understands the concern about criminals doing Community Service. However, if fines are not paid there is a cost to the taxpayer for various court expenses. She recommended Community Service for juveniles that violate curfew. The Commission needs to get to the root of problems and find solutions.

There being no further comments Vice-Mayor Quinn declared the public comment portion closed and asked for final comments by the Commissioners.

Commissioner Porreca Compari agreed with Commissioner Sooy that they need to decide what direction to take and it is a mistake to arbitrarily approve spending without looking at the overall picture. A strong foundation is needed before moving forward and some things need to be addressed and at some point they need to meet for further discussions.

Vice-Mayor Quinn stated they need to address the water and sewer infrastructure and look at the cost of the video inspections, and what effect additional expenses would have on rates.

Commissioner Porreca Compari stated county taxes are going up and they need to look at the overall picture and prioritize what needs to be fixed in the city and spend the money on those priorities. She urged that the Commission needs to reach a general consensus of what they want to accomplish and work together for the betterment of the city.

Commissioner Sooy stated he will not support raising taxes.

Commissioner Ennis stated he believes the Board of Commissioners want the best for the City and they need to come up with a plan to correct some of the things that need to be corrected.

Vice-Mayor Quinn stated that each department will be meeting with him and the Administrator and the CFO as part of the 2015 budget process. He suggested each department head and Commissioner should report what has been discussed at their budget meeting at a work session where everyone is present.

Vice-Mayor Quinn stated to the previous Commission's credit there was four years with no tax increase and the number of

Administrators went from 35 to approximately 17. He is aware that Commissioner Sooy has ideas to privatize some things in order to save and stated he is certainly open to that idea.

Vice-Mayor Quinn reported he plans to consolidate the Tax Assessor's Office and the Tax Collector's Office and noted the employee retiring will not be replaced which will result in savings.

Commissioner Sooy stated that obviously there are drainage problems, which is not the water and sewer department and they need to consider where the funds are going to be allocated. They need to decide if they want to remodel the entire first floor or spend \$100,000.00 on drainage where it is needed.

There being no further business the work session was adjourned subject to the call of the chair, by the following vote. Yeas: Porreca Compari, Ennis, Quinn and Sooy.

Moved By: Quinn
 Seconded By: Ennis

<u>VOTING</u>	<u>In Favor</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>
Michael Santiago	X			
James F. Quinn	X			
Lynne Porreca Compari	X			
David W. Ennis	X			
Joseph Sooy	X			

CERTIFICATION

I hereby certify that the foregoing is a true copy of Commission Meeting Minutes approved by the Board of Commissioners of the City of Millville, in the County of Cumberland, at a meeting thereof held September 2, 2014.


 Susan G. Robostello, City Clerk